

## Administrative Order



**Administrative Order No.:** 8-7

**Title:** Deering Estate at Cutler Fee Waivers and Fee Reductions

**Ordered:** 6/6/2000

**Effective:** 6/16/2000

### **AUTHORITY:**

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

### **POLICY:**

This Administrative Order establishes limited authority for the waiver of rental fees by the County Manager for use of facilities at the Deering Estate at Cutler.

### **DEFINITIONS:**

For the purpose of this Administrative Order, the following terms shall be defined as:

1. **“Fee waiver”** shall mean the total reduction of rental fees for all space and associated services required for any event allowable at the Deering Estate at Cutler.
2. **“Fee reduction” or “reduction of fees”** shall mean the discounting of rental fees as established and approved through the annual operating budget process to the extent that they are limited to actual costs for the provision of rental space and associated services required for any event allowable at the Deering Estate at Cutler.
3. **“Regular weekday operating hours”** shall refer to the time the Deering Estate at Cutler is open to the general public, from 10:00 a.m. until 5:00 p.m., Monday through Friday.

### **GUIDELINES AND PROCEDURES FOR APPROVALS:**

#### **Fee Waivers**

The County Manager shall be permitted to administratively approve an unlimited amount of fee waivers during the regular operating hours of the Deering Estate at Cutler. For events sponsored by not-for-profit organizations after normal operating hours, the County Manager shall administratively approve fee waivers according to the following provisions:

- The County Manager may waive fees for events sponsored by the Deering Foundation, which serves as the primary support organization that provides volunteer services and financial assistance to the Deering Estate at Cutler. The Deering Foundation shall submit to the County Manager for approval a schedule of proposed events and their dates by December 31 of the year prior to the next calendar year.
- Up to a total of four (4) fee waivers may be granted to historic preservation or environmental organizations that wish to raise funds and/or provide support for maintenance, operations or restoration to the Deering Estate at Cutler; or for organizations whose visits to the Deering Estate at Cutler will serve to raise awareness of the facility.

### **Fee Reductions**

The Director of the Deering Estate at Cutler shall be permitted to administratively approve unlimited fee reductions during the regular working hours of the Deering Estate at Cutler to the extent that they are limited to the amount not exceeding direct operating costs. Fee reductions granted after regular working hours shall be limited according to the following:

- Ten (10) times per calendar year for events scheduled on a Monday through Thursday.
- Four (4) times per calendar year for events scheduled on a Friday through Sunday.

### **Restrictions**

The following restrictions shall apply to all requests for fee waivers and/or reductions:

- Fee reductions and fee waivers shall be limited to only private not-for-profit organizations and public agencies. For-profit organizations shall not be eligible.
- Events for which fee waivers and/or fee reductions have been granted must be fund-raising events, diplomatic events or an event which is to the benefit of the Deering Estate at Cutler, the County or the entire citizenry of Miami-Dade County.
- The Deering Estate at Cutler must be credited as a co-sponsor of the event in all advertisements, invitations, announcements, programs and any other printed or electronic promotion, and must be credited during the event.

This Administrative Order is hereby submitted to the Board of County Commissioners

of Miami-Dade County, Florida.

M. R. Stierheim  
County Manager